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to Susan's file

SCHOOL OF LAW
Washington and Lee University
Lexington, Virginia 24450

Law Library

MEMORANDUM

TO: Professor Edwin M. Schroeder

FROM: Peyton R. Neal, Jr.
Arrangements Chairman
Southeastern Chapter AALL

SUBJECT: Institute on Law Cataloging & Classification for Law
Library Administrators

DATE: December 15, 1972

At the Southeastern Chapter meeting this past August, it was decided to have a two day Institute on Class K for catalogers using the Library of Congress schedule. Pat Piper was consulted, and suggested the Chapter invite Laura Gasaway to head the faculty for this users Institute program. Miss Gasaway has consented to direct the program, which will consist of a Friday afternoon session and a Saturday morning session, on April 6th and 7th in Atlanta, Georgia, at the Sheraton Emory Inn, adjacent to the Emory University campus. Adrien Hinze, Law Librarian at Emory, will assist with local arrangements.

Following this decision, a number of head librarians from chapter schools were discussing the need for more information on Law classification from the administrative standpoint. That is, such questions as:

When should a law library be classified; and what are the various advantages and disadvantages to having a classification schedule?

Which schedule should be selected, and what criteria should govern that selection; if reclassification is to be attempted, are there special factors in selecting a new schedule?

Once a schedule is selected, what criteria should be used for establishing necessary budgetary support for its application (such as: new or additional professional personnel; supporting technical and clerical employees; and special supplies and equipment)?

How is the decision best presented and justified to your clientele (faculty) and management (Dean, Trustees, Committee, etc.). And, if approved, in what way should implementation be undertaken?

A number of inquiries were sent to interested law librarians, and many were kind enough to comment.

cc: Mary W. Oliver

MEMORANDUM
Dec. 15, 1972

-2-

At this point, it would appear that the following conclusions may be drawn, based on actual written responses, on the attitudes of the various chapter members who took part in initial discussions at the August Southeastern Chapter meeting; and, on oral responses from a number of librarians contacted by this writer:

- (1) There is definitely a need for this type of program, directed at Law Library Administrators.
- (2) The need is especially critical as many Law Library Administrators consider whether to initially classify their libraries, at a time when costs and justifications are of major importance.
- (3) There seem to be enough interested Law Librarians, including some Law Catalogers with imminent qualifications, to put on such a program;

However, there seems to be one other question that must have an answer:

- (1) Is this the type of program that should be attempted by a Chapter as a Regional Institute, with invitations going to the entire AALL membership?

A strong argument can be made that attempting this program at the Chapter level, while inviting any interested members from other Chapters, would provide a "testing ground" for this type of program. Thus, in the future, there could be a national "special subject" institute on this topic; or, it could be made a part of the Rotating Annual Institute on Cataloging. Certainly, a "first" attempt is valuable in providing information that will make succeeding programs more effective.

To add to the argument of holding it as a Regional, Chapter-sponsored event, we have a number of interested Law Library Administrators who indicate they will attend, as well as several who seem to indicate a desire to participate.

ON THE OTHER HAND, a Regional program of this type might be somewhat expensive to put on, since participants could not be asked to entirely off-set the costs of assembling a faculty and covering arrangement costs. Also, because of the short "lead time," (December announcement through the AALL President's Newsletter for an April program) there may be insufficient opportunity for all those interested to attend or participate.

Thus, this memorandum is prepared to solicit your specific response to these questions outlined above.

Attached hereto are a number of letters which I have received from interested law librarians.

MEMORANDUM
Dec. 15, 1972

-3-

I would ask that you respond to this inquiry as soon as possible. Inasmuch as a number of us will be in New York City at the AALS annual meeting (December 27th - 30th, 1972), there may be an opportunity for a personal response.

I am transmitting this Memorandum to President Oliver and to other members of the AALL Executive Board, and will attempt to appear at their December 28th meeting, simply to learn of their response.

Please feel free to call me, collect, if this is more convenient (703-463-3157). Thank you for your assistance in helping the Southeastern Chapter reach a decision.

PRNjr/hwf
Enclosures